



# SABIC SPECIALTIES WEB PORTAL TRAINING

VERSION 1.0

May 2022

A decorative graphic at the bottom of the page consists of two overlapping, wavy bands. The top band is yellow and the bottom band is blue, both curving across the width of the page.

CHEMISTRY THAT MATTERS™

# CONTENT WEB PORTAL TRAINING SABIC SPECIALTIES

---

## 1. Logging into the Web Portal

- 1.1 Logging into the web portal– page 2

## 2. Create Sales Order

- 2.1 Create Sales Order – page 5
- 2.2 Copy a previous order – page 20
- 2.3 Create a Consignment Fill-up Order – page 22
- 2.4 Create a Consignment Issue Order – page 24
- 2.5 Manage Orders – page 26

## 3. Manage Invoices

- 3.1 Open invoices – page 35
- 3.2 Invoices history – page 37

## 4. My Profile

- 4.1 My Profile – page 38

WEB PORTAL TRAINING

# LOGGING INTO THE WEB PORTAL SABIC SPECIALTIES

## 1.1 LOGGING IN TO THE SABIC SPECIALTIES WEB PORTAL

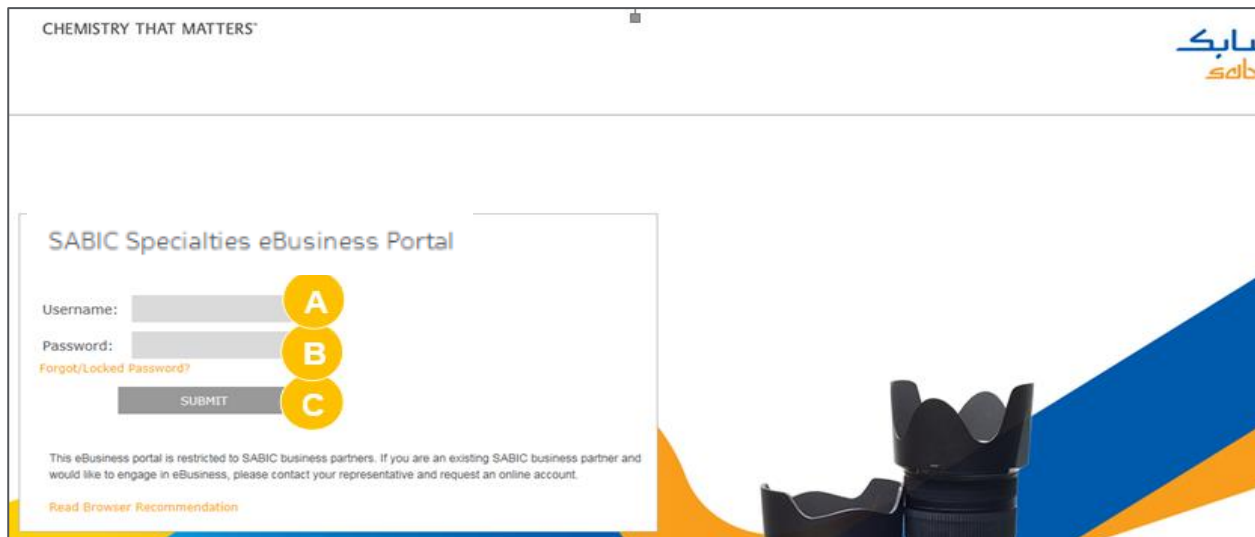
---

To create an order for a SABIC Specialties material, login to the web portal using the account username and password supplied by your SABIC Specialties contact.

The URL for the SABIC web portal is: <https://ebusiness.shpp.com/irj/portal>

The web portal is compatible with the following web browsers: Apple Safari, Microsoft Edge, Google Chrome & Firefox

- A. Fill in your **Username**
- B. Fill in your **Password**
- C. Click **SUBMIT** to enter the homepage of the portal

The screenshot shows the login page of the SABIC Specialties eBusiness Portal. At the top left, it says 'CHEMISTRY THAT MATTERS'. At the top right is the SABIC logo. The main heading is 'SABIC Specialties eBusiness Portal'. Below this, there are three input fields: 'Username:' with a yellow circle 'A' next to it, 'Password:' with a yellow circle 'B' next to it, and a 'SUBMIT' button with a yellow circle 'C' next to it. There is a link for 'Forgot/Locked Password?' below the password field. At the bottom, there is a disclaimer: 'This eBusiness portal is restricted to SABIC business partners. If you are an existing SABIC business partner and would like to engage in eBusiness, please contact your representative and request an online account.' and a link for 'Read Browser Recommendation'. The background features a blue and orange diagonal design with a camera lens graphic.

## 1.2 AN OVERVIEW OF THE MENU BAR FOR NAVIGATION ON THE HOMEPAGE



Welcome to the SABIC Specialties eBusiness Portal

### CONNECT+ INSPIRE

Building long-term customer value through innovation is what we call 'Chemistry that Matters™'.

[SABIC GLOBAL WEBSITE](#)

[EBUSINESS TRAINING](#)



➤ On the SABIC Specialties ordering website you can place and track your orders 24/7

WEB PORTAL TRAINING

# CREATE SALES ORDER

## 2.1 CREATE SALES ORDER

---

### **Fully Configured Materials**

All of the materials you order are set up in our system with our grade, color and packaging along with possible quality variants.

These are “fully configured” items and the material numbers start with 22XXXXXXXX (example: 22067107 = 1010-1120-BAG-00-00-00).

You can also order with your own part number on our SABIC Specialties website. More information about this you can find on the next slides.

 If the item is ending with 00-00-00 you are ordering the standard version of this material.

---

## STEPS TO CREATE A SALES ORDER

---

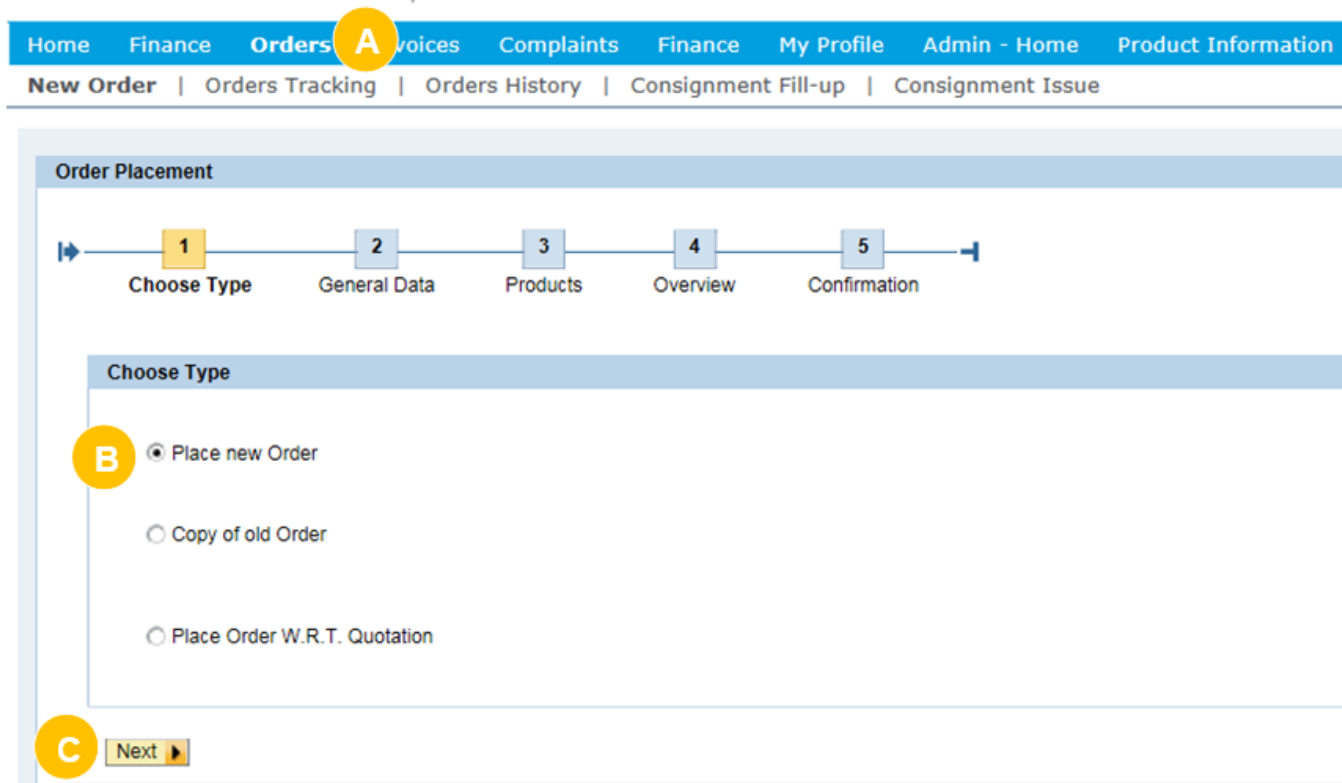




# CREATE SALES ORDER

Select **Place New Order** (please note: sample orders cannot be placed thru our website)

- A. Click on the **Orders** menu tab
- B. Select **Place new Order**
- C. Click **Next** to proceed



Home Finance **Orders** Invoices Complaints Finance My Profile Admin - Home Product Information

**New Order** | Orders Tracking | Orders History | Consignment Fill-up | Consignment Issue

**Order Placement**

1 2 3 4 5

Choose Type General Data Products Overview Confirmation

**Choose Type**

Place new Order

Copy of old Order

Place Order W.R.T. Quotation

**Next**

# GENERAL DATA

The next step of the Order Placement process is **General Data**

A. Select the correct data from the dropdowns that appear. If there are multiple options, dropdown lists will appear to select the applicable information, start by selecting your ship to

- Ship-to-Party: the party that is receiving the material
- SBU: Specialties (defaulted)
- Sales Org: will be defaulted or selectable from drop down menu. (select ship to country)
- Sold-to Party: the party that is ordering the material
- Bill to and end user: select bill to ;who will pay invoice, and end user for special price.
- Inco- and payment terms: will be filled automatically or selectable from drop down menu.
- Currency: select from drop down menu or defaulted in case there is only one option.

B. Click **Next** to proceed

New Order | Orders Tracking | Consignment Fill-up | Consignment Issue

---

Order Placement

1 Choose Type | 2 General Data | 3 Products | 4 Overview | 5 Confirmation

**General Data**

SBU Specialties **A**

Sales Org

Sold-to Party

Ship-to Party

Incoterms

Incoterms 2

Payment Terms

Input Currency

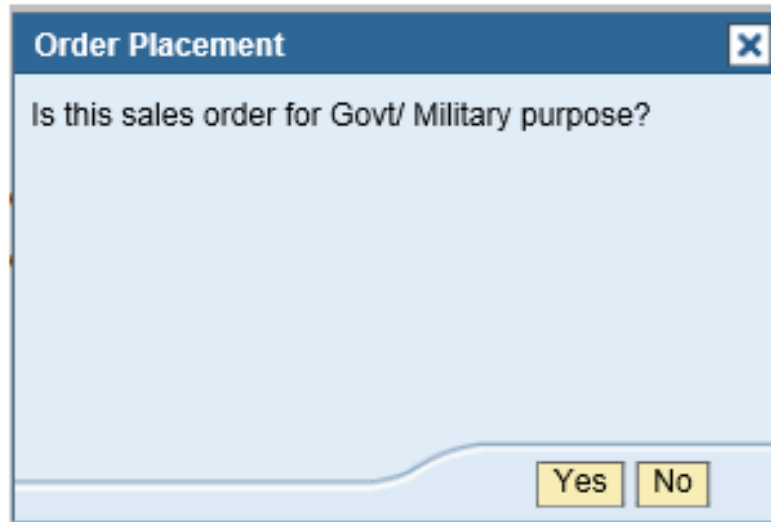
**B**

## GOVERNMENT /MILITARY USAGE WARNING **(FOR USA ONLY!)**

---

Depending on the fields selected in Step A, the below screen will open.

Click on **Yes** or **No** depending on the applicable answer.



➤ This pop-up message will only come for the customers in the USA.

---

# SELECT PRODUCTS

A. Fill in your order number in the field **Customer PO #**

B. Select the material either from the **My Products** or **Products** tab.

In **My Products** your part number can be found, and materials can be selected by clicking on the button **Add Material**.

If the material you want to order is not listed in the tab **My Products**, click on the **Products** tab. Here you can search for a grade/color (see steps on the next page).

Home Finance **Orders** Invoices Complaints Finance My Profile Admin - Home Product Information

New Order | Orders Tracking | Orders History | Consignment Fill-up | Consignment Issue

**Order Placement**

1 Choose Type → 2 General Data → 3 **Products** → 4 Overview → 5 Confirmation

**Select Materials**

Customer PO #  **A**

Products **My Products** **B**

Material Description	Material #	Customer Material	
Finished goods material for Mt Vernon	30000037	2613191	Add Material
Don't use gATP Test Material Only	22033970	HONDA4	Add Material
MV MR10-112	22034019	HONDA6	Add Material
N190X_701 - COO - COMP MATERIAL LEVEL	22034196	GTX905-71985	Add Material
N190X_701 -BOM with Diff Usage	22034187	XP4034-BK1A286	Add Material

**Selected Materials**

Line #	Material Description	Material #	Mode of transport	Req. Delivery Date	Quantity	Unit	Delete	End User
The Table is Empty								

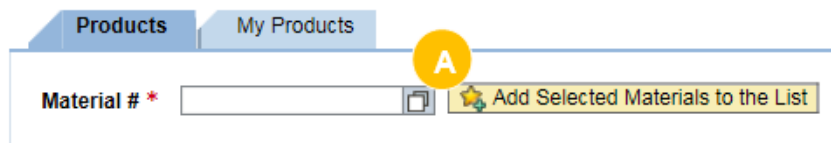
Cancel Back Next

## SEARCH FOR A PRODUCT ON THE WEB PORTAL

If the required material does not appear in the tab **My Products**, click on the **Products** tab to search for a grade/color.

Click on the **Products** tab

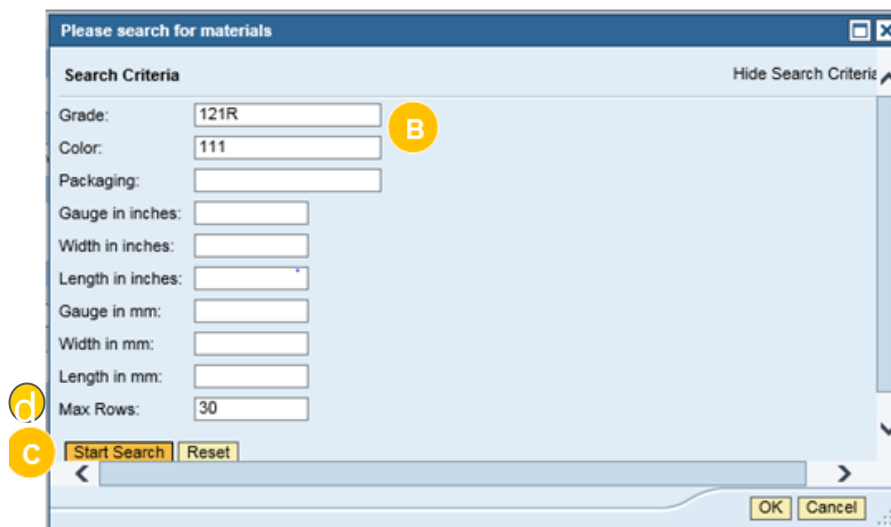
A. Click on

B. Fill in the **Grade** and/or **Color** that you are looking for. Please note that this field is not case sensitive, you can search with capital or small letters.

C. Select the **Start Search** button

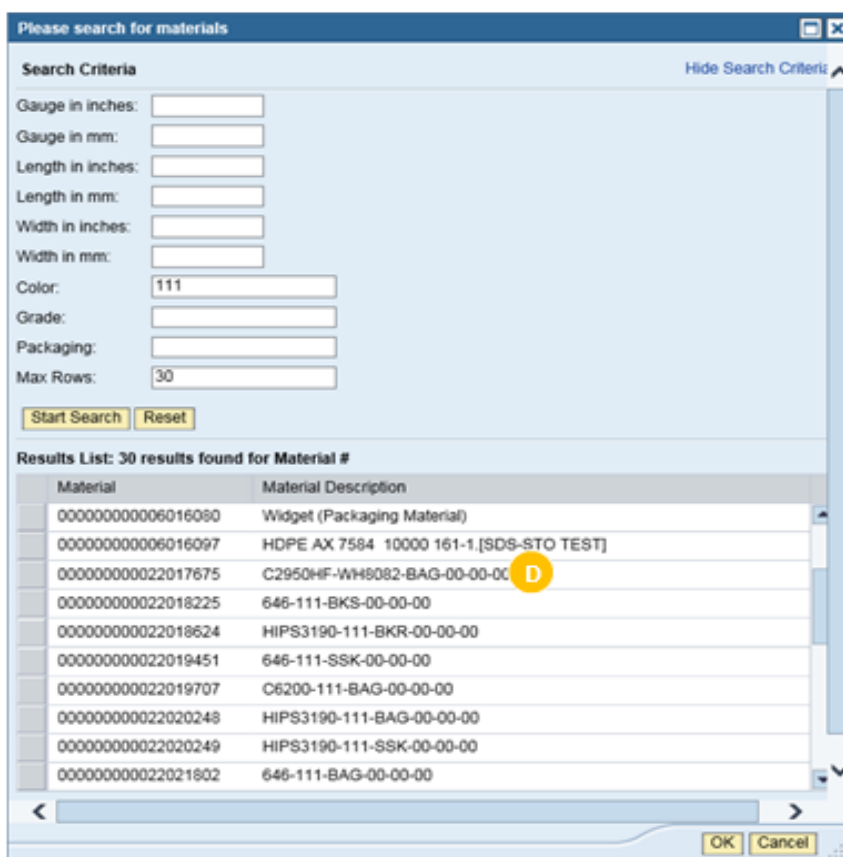
D. The Max Rows: 30 is standard filled out; it means 30 search results will be populated.



# SEARCH RESULTS

A list with results will be displayed **D**

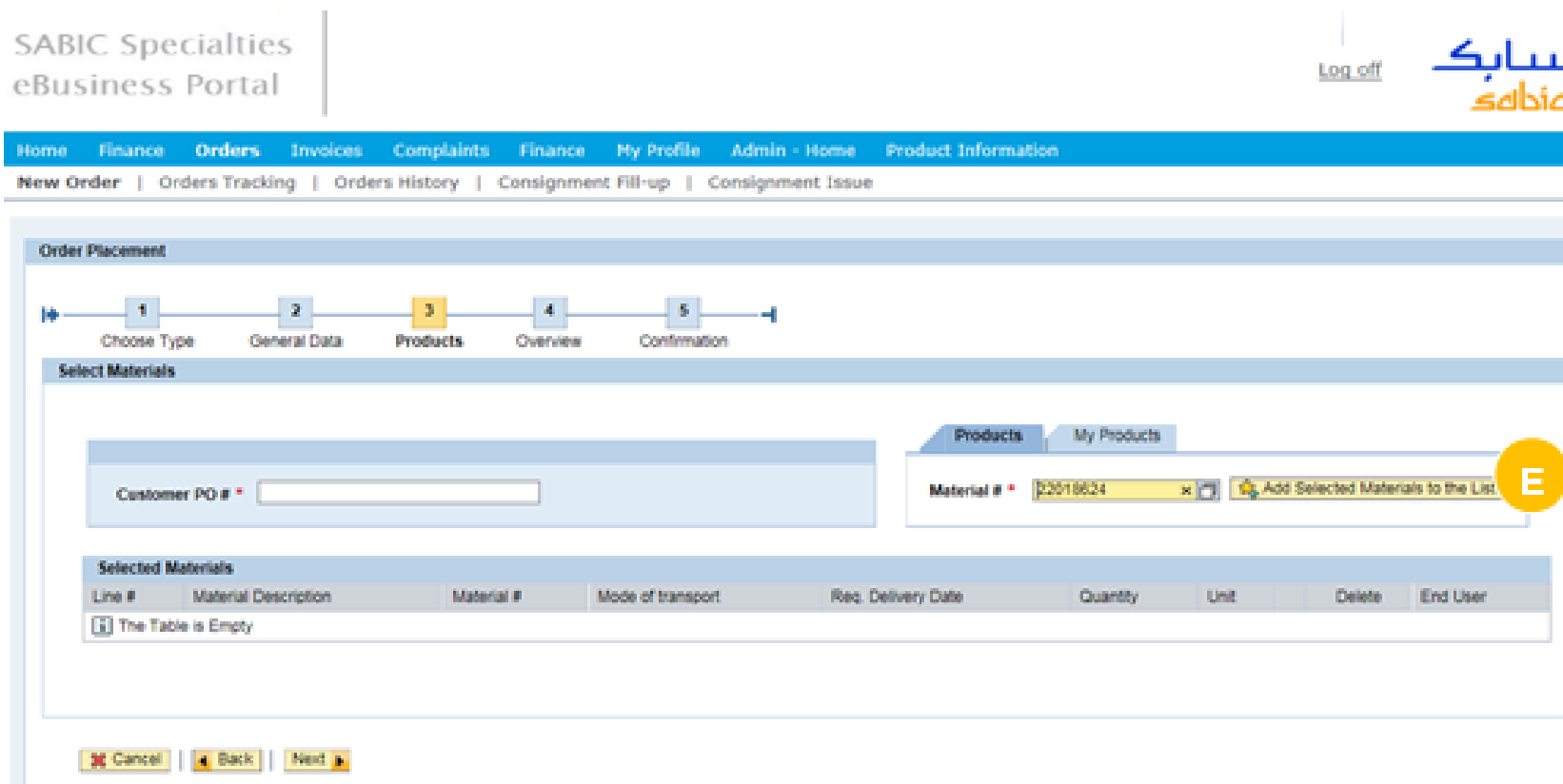
Click on the material that you would like to select & click the OK button at the right bottom side.

A screenshot of a software window titled 'Please search for materials'. The window contains a 'Search Criteria' section with various input fields for dimensions (Gauge, Length, Width) in both inches and mm, Color (set to '111'), Grade, Packaging, and Max Rows (set to '30'). Below the search criteria are 'Start Search' and 'Reset' buttons. The main area displays a 'Results List: 30 results found for Material #'. A table lists materials with columns for 'Material' and 'Material Description'. The third row is highlighted and has a yellow circle with the letter 'D' next to it. At the bottom right of the window are 'OK' and 'Cancel' buttons.


Material	Material Description
00000000006016090	Widget (Packaging Material)
00000000006016097	HDPE AX 7584 10000 161-1.[SDS-STO TEST]
000000000022017675	C2950HF-WH8082-BAG-00-00-00 <b>D</b>
000000000022018225	646-111-BKS-00-00-00
000000000022018624	HIPS3190-111-BKR-00-00-00
000000000022019451	646-111-SSK-00-00-00
000000000022019707	C6200-111-BAG-00-00-00
000000000022020248	HIPS3190-111-BAG-00-00-00
000000000022020249	HIPS3190-111-SSK-00-00-00
000000000022021902	646-111-BAG-00-00-00

# SELECT THE BUTTON “ADD SELECTED MATERIALS TO THE LIST”

## E. Select the button **Add Selected Materials to the List**



SABIC Specialties eBusiness Portal

Log off 

Home Finance **Orders** Invoices Complaints Finance My Profile Admin - Home Product Information

New Order | Orders Tracking | Orders History | Consignment Fill-up | Consignment Issue

**Order Placement**

1 Choose Type 2 General Data **3 Products** 4 Overview 5 Confirmation

Select Materials

Customer PO #

Products My Products

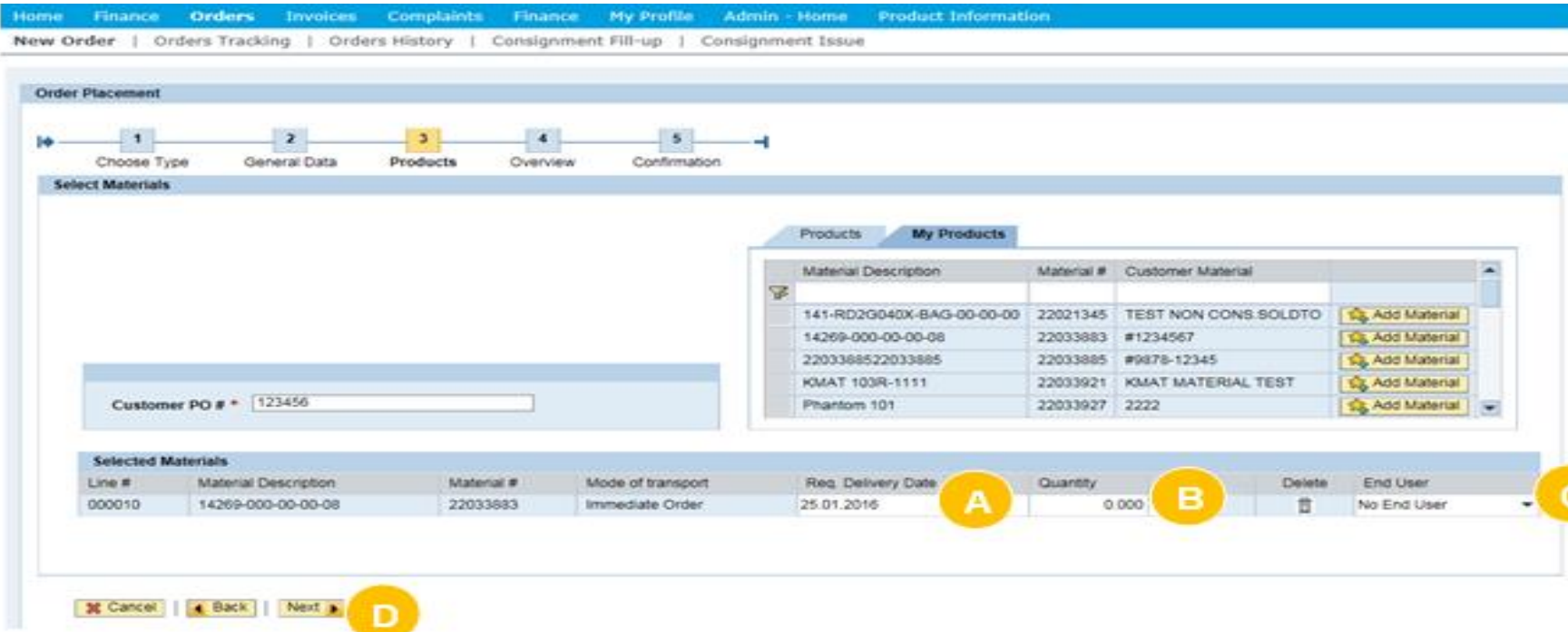
Material #    **E**

**Selected Materials**

Line #	Material Description	Material #	Mode of transport	Req. Delivery Date	Quantity	Unit	Delete	End User
The Table is Empty								

## FULLY CONFIGURED MATERIALS

- A. Fill in the requested delivery date in the field **Req. Delivery Date** (please enter a day in the future, today's date will not be allowed.)
  - B. Fill in the **Quantity** in **KG** for compounding products.
  - C. If applicable, select the applicable **End User** (formerly OEM) from the dropdown
  - D. Click **Next** to proceed.
- \* If needed you can remove line items from the order by clicking the delete button



Home Finance **Orders** Invoices Complaints Finance My Profile Admin - Home Product Information

New Order | Orders Tracking | Orders History | Consignment Fill-up | Consignment Issue

Order Placement

1 Choose Type 2 General Data 3 **Products** 4 Overview 5 Confirmation

Select Materials

Customer PO # 123456

Material Description	Material #	Customer Material	
141-RD2G040X-BAG-00-00-00	22021345	TEST NON CONS.SOLDTO	Add Material
14269-000-00-00-08	22033883	#1234567	Add Material
2203388522033885	22033885	#9876-12345	Add Material
KMAT 103R-1111	22033921	KMAT MATERIAL TEST	Add Material
Phantom 101	22033927	2222	Add Material

Line #	Material Description	Material #	Mode of transport	Req. Delivery Date	Quantity	Delete	End User
000010	14269-000-00-00-08	22033883	Immediate Order	25.01.2016	0.000		No End User

Cancel Back Next



# SUBMIT SALES ORDER

In the **Overview** screen, the summary of the **Sales Order** is displayed. Review the details of the sales order and make any changes if required.

If something is incorrect on your Sales Order, or if you disagree on the displayed price, displayed lead time, please click the **Reject** button (further instructions on next page). The reject button gives you the opportunity to add a message to your Customer Service representative. This does not mean the order will be cancelled.

**Order Placement**

1 Choose Type   2 General Data   3 Products   4 Overview   5 Confirmation

**Sales Order Overview**

Customer PO #	123456	Total Items	1
SBU	Sabic IP US LLC	Total Value	0 Subject to Tax/Surcharges
Sold-to Party	0010056424 - EIMO AMERICA, US, VICKSBURG		
Ship-to Party	0'		
Incoterms 1	C	Total Confirmed Quantity	0,000
Incoterms 2 (location)	V.		
Payment Terms	45 Days After Invoice Date		

**Scheduled Order Items**

Line Item #	Material Descr.	Material #	Requested Date	Proposed Del. Date	Req. Quantity	Conf. Quantity	Unit	Mode of transport	Conf. Qty in KG(LB)	Price/KG	Total	End User	Accept	Reject
000010	134R-112	290004425	04.05.2016		1,250,000		KG	Standard Order	0,000(0,000)	USD 12.01	USD 0.00		<input checked="" type="radio"/>	<input type="radio"/>
Σ									0,000(0,000)		0			

\* Prices and availability are subject to change pending final confirmation  
 \*\* 1 KG = 2.20462 LB

## DISAGREE ON PRICE OR LEAD TIME? FOLLOW THESE INSTRUCTIONS

If you don't agree with the price, or given lead time or anything else on your order, or if you want to leave a message, to your customer service contact person please do the following.

- A. Click **Reject**
- B. Fill in the mandatory **drop down box** for with the reason and enter a **Message** box, as to why you are rejecting (include any details provided by your account manager)

Scheduled Order Items											
Material Des cr.	Material #	Requested Date	Proposed Del. Date	Req. Quantity	Unit	Quantity in KG	Price/KG	Total	End User	Accept	Reject
141R-701-OCE-00-00-00	22027985	22.09.2017	28.09.2017	5,000,000	KG	5,000,000	EUR 10.40	EUR 52000.00		<input type="radio"/>	<input checked="" type="radio"/>

Reason for Rejection:

Please enter your Message: PRICE IS INCORRECT. CORRECT PRICE IS ..... EUR/KG.

Scheduled Order Items											
Material Des cr.	Material #	Requested Date	Proposed Del. Date	Req. Quantity	Unit	Quantity in KG	Price/KG	Total	End User	Accept	Reject
141R-701-OCE-00-00-00	22027985	22.09.2017	28.09.2017	5,000,000	KG	5,000,000	EUR 10.40	EUR 52000.00		<input type="radio"/>	<input checked="" type="radio"/>

Reason for Rejection:

Please enter your Message: LEAD TIME IS TOO LONG. PLEASE CHECK.

The order will be saved with a **Price Disagreement Block (hold)** or **Lead Time Review (hold)** along with your comments. Your Customer Service Representative and/or Account Manager will follow up with you.

Please note that your order line will be displayed in **red**, if **SABIC Specialties cannot meet your requested delivery date**. A field with the **proposed delivery date** will be shown with the date that SABIC Specialties can meet. When the requested delivery date cannot be made the total confirmed quantity (for price) will be 0.00.

# SUBMIT YOUR SALES ORDER VIA THE SABIC WEB PORTAL

- A. Read the terms and conditions by clicking on the link **GENERAL TERMS AND CONDITION OF SALE** and then click the **Terms and Conditions** checkbox
- B. Click on **Submit Sales Order**

Customer PO #	123456	Total Items	1
SBU		Total Value	0 Subject to Tax/Surcharges
Sold-to Party			
Ship-to Party			
Incoterms 1	si	Total Confirmed Quantity	0,000
Incoterms 2 (location)			
Payment Terms			

Scheduled Order Items														
Line Item #	Material Descr.	Material #	Requested Date	Proposed Del. Date	Req. Quantity	Conf. Quantity	Unit	Mode of transport	Conf. Qty in KG(LB)	Price/KG	Total	End User	Accept	Reject
000010	134R-112	290004425	04.05.2016		1,250,000		KG	Standard Order	0,000(0,000)		USD 0.00		<input checked="" type="radio"/>	<input type="radio"/>
Σ									0,000(0,000)		0			

Prices and availability are subject to change pending final confirmation  
 \* 1 KG = 2.20462 LB

**Terms & Conditions** A

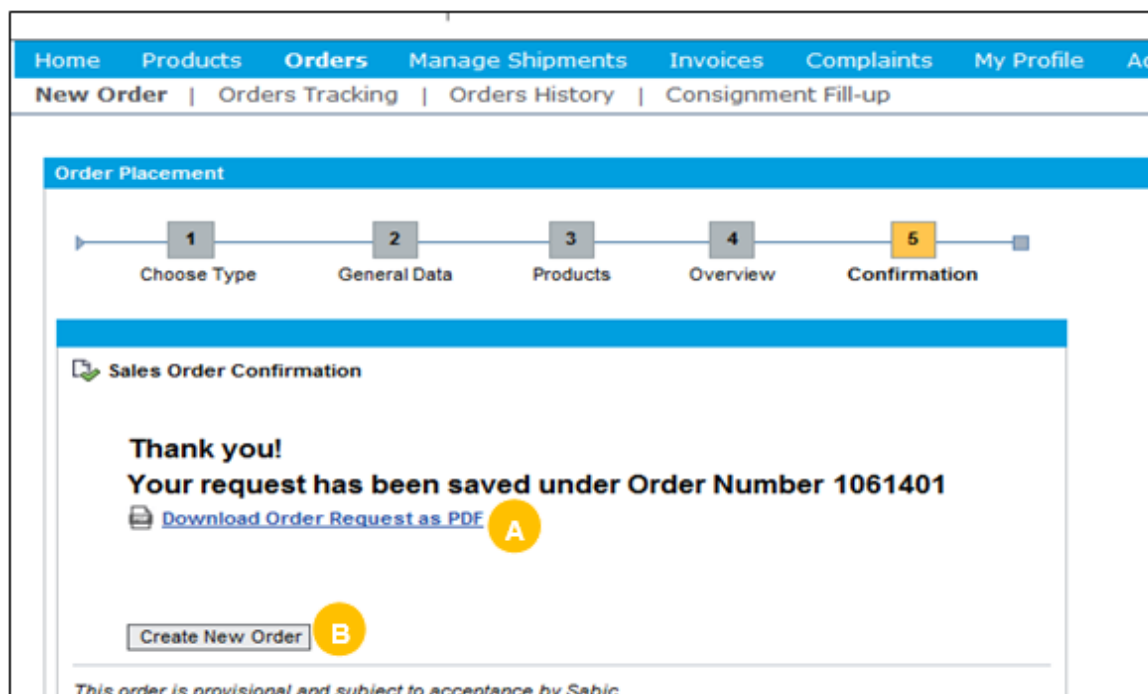
I accept the General Conditions of Sale [\[GENERAL TERMS AND CONDITIONS OF SALE\]](#)

| 
  | 
  B

## VIEW WEB PORTAL ACKNOWLEDGEMENT

The Sales Order acknowledgement and the **Order Number** are displayed on the Confirmation screen.

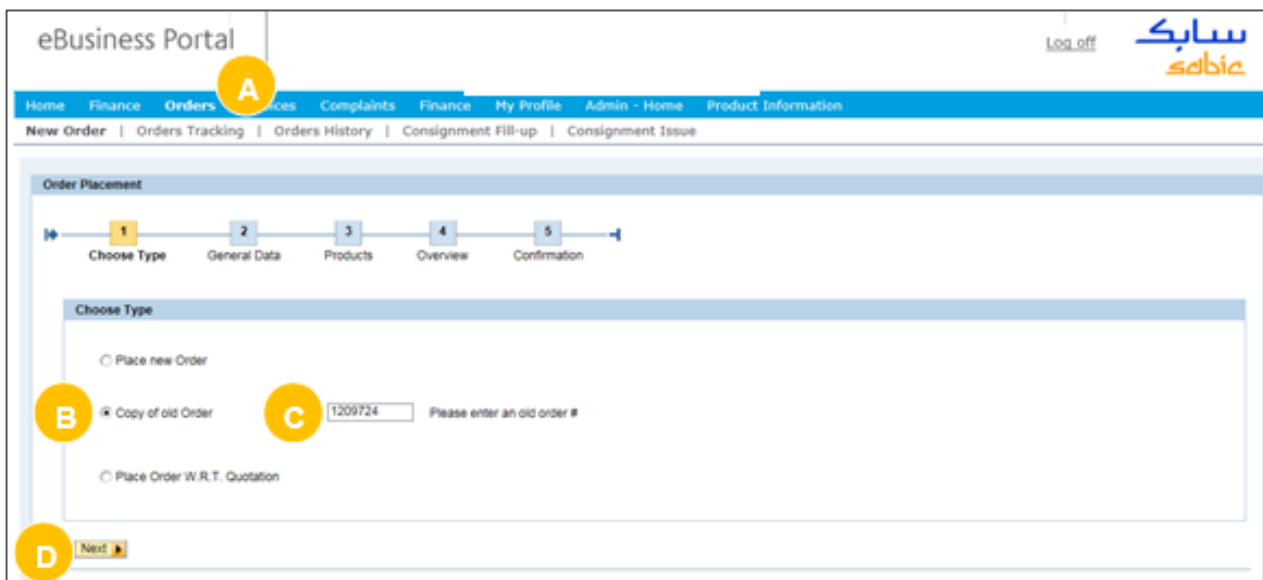
- A. You can download the order request using the link **Download Order Request as PDF**. Please do not regard this as an order confirmation as that will be communicated to you via regular channels at a later stage. **Please NOTE: This PDF document (Acknowledgement) is only displayed this ONE TIME. Once you click off of this page, you will no longer be able to access this PDF/document.**
  
- B. A new order can be created by clicking on **Create New Order**



COPY FROM A PREVIOUS  
SABIC SPECIALTIES  
ORDER

## 2.2 COPY FROM PREVIOUS ORDER

- A. Click on **Orders** in the menu tab
- B. Select **Copy of old Order**
- C. Enter the previous SABIC Specialties **Order Number** that you want to copy
- D. Click **Next**



The system copies data from the previous order into the **General Data** and the **Products** sections

**General Data includes:** sold to, ship to, payer, bill to party, incoterms, payment terms and currency

**Products includes:** customer PO number, materials and packaging

A new order will be created as a copy from the previous order. You can adjust the relevant fields and submit according to the instructions provided on the previous pages.

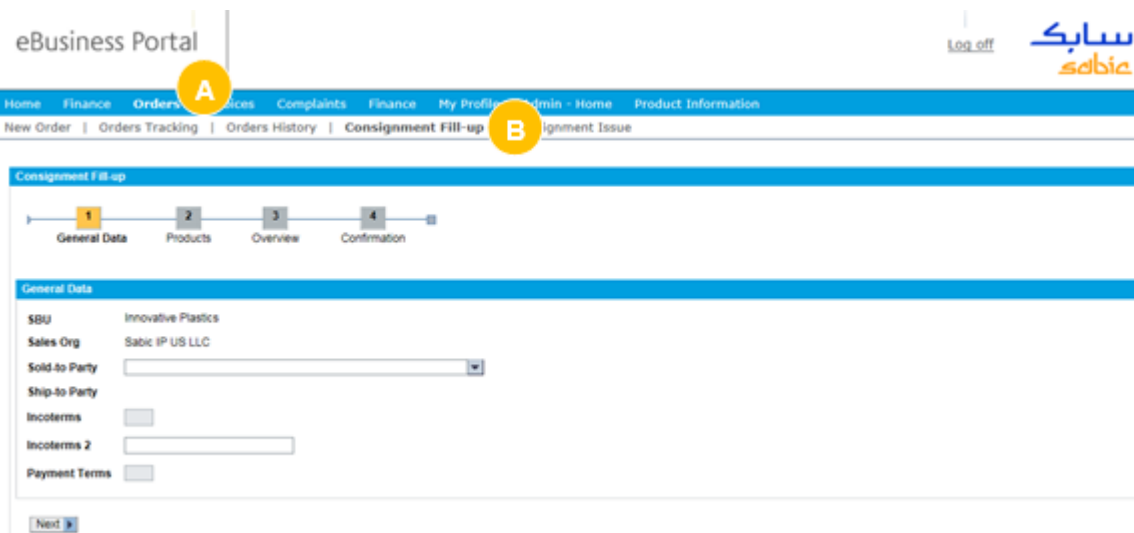
CREATE A CONSIGNMENT  
FILL UP ORDER

## 2.3 CREATE A CONSIGNMENT FILL-UP ORDER

If you have a consignment arrangement with SABIC Specialties, you can create a Consignment Fill-up order in the web portal.

Select **Place New Order**

- A. Select **Orders** from the menu bar
- B. Click on the tab **Consignment Fill-up**



The screenshot displays the SABIC eBusiness Portal interface. At the top, the 'eBusiness Portal' logo is on the left, and 'Log off' and the SABIC logo are on the right. A blue navigation bar contains the following menu items: Home, Finance, **Orders** (highlighted with a yellow circle 'A'), Invoices, Complaints, Finance, My Profile, Admin - Home, and Product Information. Below this, a secondary navigation bar includes: New Order, Orders Tracking, Orders History, **Consignment Fill-up** (highlighted with a yellow circle 'B'), and Consignment Issue. The main content area is titled 'Consignment Fill-up' and features a progress bar with four steps: 1. General Data (highlighted in yellow), 2. Products, 3. Overview, and 4. Confirmation. Below the progress bar, the 'General Data' section contains the following fields:

- SBU: Innovative Plastics
- Sales Org: Sabic IP US LLC
- Sold-to Party: [Dropdown menu]
- Ship-to Party: [Dropdown menu]
- Incoterms: [Text input field]
- Incoterms 2: [Text input field]
- Payment Terms: [Text input field]

A 'Next' button is located at the bottom left of the form.

You can then adjust the relevant fields and submit the order according to the instructions provided on the previous pages.



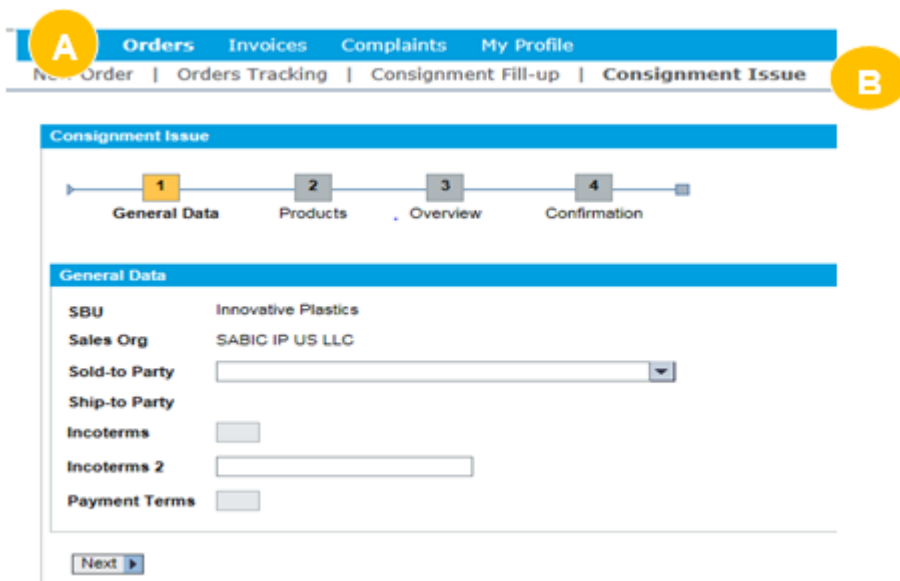
CONSIGNMENT INVOICING PROCESS

# CREATE A CONSIGNMENT ISSUE ORDER

## 2.4 CREATE CONSIGNMENT ISSUE ORDER

This option will only be available to users that have been registered and have a formal signed consignment contract with SABIC Specialties.

- A. In the menu click on **Orders**
- B. Click on the tab **Consignment Issue**

The screenshot shows a web application interface. At the top, there is a navigation menu with tabs: 'Orders', 'Invoices', 'Complaints', and 'My Profile'. Below this, a sub-menu contains 'New Order', 'Orders Tracking', 'Consignment Fill-up', and 'Consignment Issue'. A yellow circle with the letter 'A' highlights the 'Orders' tab. Another yellow circle with the letter 'B' highlights the 'Consignment Issue' tab. Below the sub-menu, there is a 'Consignment Issue' section with a progress bar showing four steps: '1 General Data', '2 Products', '3 Overview', and '4 Confirmation'. The 'General Data' step is currently active. Below the progress bar, there is a 'General Data' form with the following fields: 'SBU' (Innovative Plastics), 'Sales Org' (SABIC IP US LLC), 'Sold-to Party' (a dropdown menu), 'Ship-to Party', 'Incoterms' (a text input field), 'Incoterms 2' (a text input field), and 'Payment Terms' (a text input field). A 'Next' button is located at the bottom left of the form.

Load the products you want to invoice into your sales order and continue the order entry process.

MANAGE SALES ORDER ON  
THE SABIC SPECIALTIES  
WEBSITE

## 2.5 MANAGE ORDERS

For monitoring orders, select **Order Tracking** from the **Orders** menu

You will then find a list of all your order line items with SABIC Specialties.

From the **Order Tracking** tab, you can download order confirmation and invoices and make changes / cancellations (rejections) to your open confirmed orders (see next page for an overview).

SABIC Specialties Welcome Mr.  
eBusiness Portal Cus1 ISRT 4

[Log off](#)



[Home](#) | [Orders](#) | [Invoices](#) | [Complaints](#) | [My Profile](#)

[New Order](#) | [Orders Tracking](#) | [Consignment Fill-up](#) | [Consignment Issue](#)


Order Tracking											
Select Sold-To: <input type="text" value="D010056701"/>											
Filter By											
Product	<input type="text" value="Product"/>	Ship-To	<input type="text" value="Ship To"/>								
Period	<input type="text" value="Last 4 weeks"/>	Status	<input type="text" value="Status"/>								
Grade	<input type="text" value="Grade"/>										
<input type="button" value="Search By Order"/> <input type="button" value="Search By Delivery"/> <input type="button" value="Search By Shipment #"/> <input type="button" value="Search By PO#"/> <input type="button" value="Search by Confirmed Delivery Date"/> <input type="button" value="Download Excel"/> <input type="button" value="Clear Filter"/>											
Customer PO #	Order #	Delivery #	Shipment #	Line Item #	Confirmed Quantity	Confirmed Delivery Date	Material #	Material	Delivery Block	Order Status	
test	<a href="#">1325789</a>			000020			22018813	ML7470R-701-BAG-00-00-00	Restricted Products	<input type="checkbox"/> Unconfirmed	
test chrome repr	<a href="#">1325792</a>			000010			22021309	123X-BK1D164-OCT-00-00-00	Restricted Products	<input type="checkbox"/> Unconfirmed	
test	<a href="#">1325789</a>			000010	590.000	30.06.2016	22020697	N190X-GY2B409-OCT-00-00-00		<input checked="" type="checkbox"/> Confirmed	
test	<a href="#">1325789</a>	<a href="#">86489715</a>		000030	489.620	21.06.2016	22017671	C2950-701-OCT-00-00-00		<input checked="" type="checkbox"/> Confirmed	

# MANAGE ORDERS SCREENSHOT

This overview shows a status overview of your orders. Some key data can be found in this overview:

- A. SABIC Specialties order number
- B. Your order number
- C. SABIC material description
- D. Confirmed delivery date
- E. SABIC Specialties material number
- F. Confirmed quantity
- G. Order blocks (orders on HOLD)
- H. Order status

SABIC Specialties  
eBusiness Portal

Log off 

Home Finance **Orders** Invoices Complaints Finance My Profile Admin - Home Product Information

New Order | **Orders Tracking** | Orders History | Consignment Fill-up | Consignment Issue

**Order Tracking**

Select Sold-To:

**Filter By**

Product:  Ship-To:

Period:  Status:

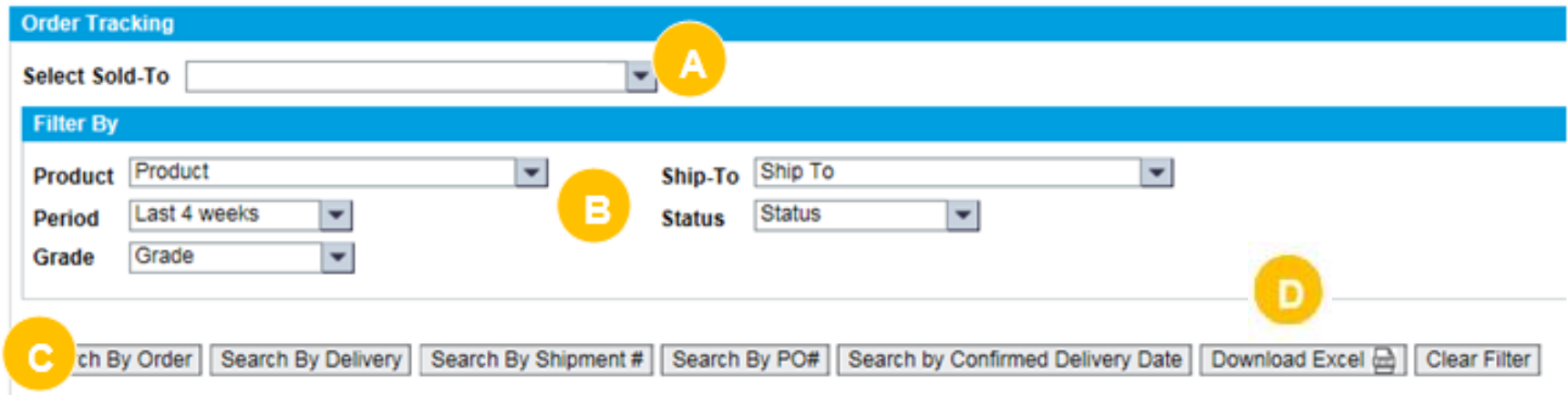
Grade:

Search **A** | Order **B** | Delivery **C** | Shipment # **D** | Search By PO# | Search by Confirmed Delivery **E** | Download E **F** | Clear Filter **G** **H**

Order #	Customer PO #	Material Description	Delivery #	Shipment #	Line Item #	Confirmed Delivery Date	Material #	Confirmed Quantity	Packaging	Delivery Block	Order Status
<a href="#">1079957</a>	SFS_FUT_1	material HALB			000010		22035504				Unconfir
<a href="#">1079953</a>	Kris testing 1/7/16	9030M5 -112 Test for Variant Matching			000030		290012488				Unconfir
<a href="#">1079954</a>	fwf	material HALB			000020		22035504				Unconfir
<a href="#">1079953</a>	Kris testing 1/7/16	9030M5 -112 Test for Variant Matching			000010		290012488				Unconfir
<a href="#">1079901</a>	test VC rang3	9030-112 Range SFS KMAT			000010		290012484				Unconfir
<a href="#">1079904</a>	qwdford	9030-112 Range SFS KMAT			000010		290012484				Unconfir
<a href="#">1079907</a>	Variant Matching	SFS MAT Variant - 10G 500W 15000L -- MM			000010		22035128				Unconfir
<a href="#">1079907</a>	Variant Matching	SFS MAT Variant - 10G 500W 15000L -- MM			000020		22035128				Unconfir
<a href="#">1079907</a>	Variant Matching	X8409AC-YW9C020T			000030		290000031				Unconfir

## OPTIONS WITHIN MANAGE ORDERS


- A. In case of multiple **Sold-To's**, different Sold-To's can be selected from the dropdown
- B. The overview can also be filtered on **Product, Period, Grade, Ship-To** or **Status**
- C. To search in the overview, use one of the different **Search By** options
  - Adjust the sequence of the columns by dragging them to a new position
- D. Download the list of Order Line items displayed by clicking on **Download Excel**



The screenshot shows the 'Order Tracking' interface. At the top, there is a blue header with the text 'Order Tracking'. Below the header, there is a 'Select Sold-To' dropdown menu with a yellow callout 'A' pointing to it. Underneath, there is a 'Filter By' section with a blue header. This section contains several dropdown menus: 'Product' (with 'Product' selected), 'Period' (with 'Last 4 weeks' selected), 'Grade' (with 'Grade' selected), 'Ship-To' (with 'Ship To' selected), and 'Status' (with 'Status' selected). A yellow callout 'B' points to the 'Product' dropdown. Below the filter section, there is a row of buttons: 'Search By Order', 'Search By Delivery', 'Search By Shipment #', 'Search By PO#', 'Search by Confirmed Delivery Date', 'Download Excel' (with an Excel icon), and 'Clear Filter'. A yellow callout 'C' points to the 'Search By Order' button, and a yellow callout 'D' points to the 'Download Excel' button.

# SEARCH WITH SABIC SPECIALTIES ORDER NUMBER

A. To open the details of an order, click on the SABIC Specialties **Order number**

SABIC Specialties eBusiness Portal | Welco Test | Log off | 

Home Finance **Orders** Invoices Complaints Finance My Profile Admin - Home Product Information

New Order | **Orders Tracking** | Orders History | Consignment Fill-up | Consignment Issue

**Order Tracking**


Select Sold-To:

**Filter By**

Product:  Ship To:

Period:  Status:

Grade:

Search By Order | Search By Delivery | Search By Shipment # | Search By PO# | Search by Confirmed Delivery Date | Download Excel  | Clear Filter

Order #	Customer PO #	Material Description	Delivery #	Shipment #	Line Item #	Confirmed Delivery Date	Material #	Confirmed Quantity	Packaging	Delivery Block	Order Sta
1072607	Variant Matching	X8409AC-YW9020T			000030		290000031				Uncont
1080018	Test	FR15U-WH2D004-BG			000010		22015196				Uncont
1072609	SBU_Test	TEST HALB 1 test			000010		22033913				Uncont
1080125	Test for Qm on 1/18				000030						Uncont
1072925	test Run Time err1	9030-112 Range SFS KMAT			000010		290012484				Uncont
1080150	est - 290026388	14269-000-00-00-08			000010		22033883		Bulk	Price Disagreement	Uncont
1072849	test 17427	SFS MAT Variant - 10G 500W 15000L - MM			000010		22035128				Uncont
1080227	1157892343	141R-112-BAG-00-00-00			000010		22035516			Item less than MOQ	Uncont
1072844	test VC cust pr 5	9030M5-112 Test for Variant Matching			000010		290012488				Uncont
1080157	1080156	X8409AC-YW9020T-BLK-00-00-00			000010		22035384			Item less than MOQ	Uncont

A

# ORDER DETAILS

- The order details can be found in the **Order Details** tab, at the bottom below the total value you can find also your customer part number.
- If the delivery has been created and the material is ready to ship, or has already shipped, click on the **Shipment Details** tab to find more information.

Home **Orders** Invoices Complaints My Profile  
 New Order | **Orders Tracking** | Consignment Fill-up | Consignment Issue

**A** **Order Details** **B** **Shipment Details**

**Order Information**

Order Type Order

SABIC Reference (S.O #) 1325789

Customer Reference (P.O #) test

Order Issue Date MAY 26, 2016

Requested Delivery Date JUN 30, 2016

Item # 30

Product ordered (grade name) C2950-701-OCT-00-00-00

Material # 22017671

Order Quantity 4,080.000

Dispatched Quantity 0.000

Remaning Quantity: 4,080.000

Planned quantity (confirmed) 489.620

Unit of Measure Kilogram

Contact Person Name BRAD BUTLE

Item confirmed delivery date JUN 21, 2016

Item requested delivery date MAY 31, 2016

End User [Redacted], Inc.

Total Value [Redacted]

**Customer Material**

Create New Complaint

Back

**Delivery Information**

Ship-To city STATESVILLE Destination Country [Order Confirmation](#)

Ship - To entity (name) MACK MOLDING Ship-To Address 149 WATERTANK ROAD  
28677 STATESVILLE  
PO Box  
USA

Mode of transport Standard Order Destination Port NC Zip-28 Series

**Delivery Item Information**

Del #	Del Item #	Shipment #	Load Dt.	Batch #	Actual Qty	Shipment Start Dt.	Est Arrival Dt.	Delivered Dt.	Vessel
86490463	<a href="#">000010</a>		MAY 31, 2016		2720.000				
86490463	<a href="#">900001</a>		MAY 31, 2016	0002204008	2720.000				
86489715	<a href="#">000010</a>		MAY 31, 2016		870.380				
86489715	<a href="#">900001</a>		MAY 31, 2016	0000LC8HLK	870.380				


EAD Pending if Blank

\* Click on the Delivery item # to navigate to corresponding Invoice



## DOWNLOAD DOCUMENTS FROM THE PORTAL

From the **Order Tracking** tab, you can download Order Confirmation and Certificates of Analysis; when available. If you click on the icon on the top right side (see screenshot below), you can download your document in PDF and save to your local PC.

SABIC Specialties eBusiness Portal | Welcome Mr Doe John | Log off 

Home | **Orders** | Invoices | Complaints | My Profile | Admin - Home | Admin - Documents

New Order | **Orders Tracking** | Orders History | Consignment Fill-up | Consignment Issue

---

**Order Details** | Shipment Details

**Order Information**

Order Type: Order

SABIC Reference (S.O #): 1081454

Customer Reference (P.O #): test cert. on web portal

Order Issue Date: MAR 31, 2016

Requested Delivery Date: APR 06, 2016

Item #: 10

Product ordered (grade name): 9030M5 -112 Test for Variant Matching

Material #: 290012488

Order Quantity: 3,429,274

Dispatched Quantity: 3,429,274

Remaining Quantity: 0.000

Planned quantity (confirmed): 3,429,274

Unit of Measure: Kilograms


Contact Person Name: govind

Item confirmed delivery date: APR 15, 2016

Item requested delivery date: APR 06, 2016

**Delivery Information**

Ship-To city: Juneau | Destination Country: Switzerland

Ship - To entity (Name): MFG | Ship-To Address:  JP-Q cert. sold to

Mode of transport: Standard Order | Destination Port: CH - Free On Board

**Delivery Item Information**

Del #	Del Item #	Shipped #	Lead Dt.	Batch #	Actual Qty	Shipment Start Dt.	Est Arrival Dt.	Delivered Dt.	Vessel	Voyage No.	Shipment Stat
65806209	000010_Q		APR 14, 2016		3429.274						

EAD Pending # Blank

\* Click on the Delivery item # to navigate to corresponding Invoice

## MANAGE ORDERS – CHANGE MTI ORDERS VIA THE PORTAL

From the **Order Tracking** tab, you can change your MTI (make to inventory/stocked) orders. If the fields show as white (as shown below), then you can update the fields below.

Fields which can be changed are: Customer Reference (Purchase Order number), Order Quantity and Requested Delivery Date.

Click on **Update** at the left bottom side of the screen to save your changes.

Home **Orders** Invoices Complaints Finance My Profile Admin - Home

New Order **Orders Tracking** | Orders History | Consignment Fill-up

**Order Details** | Shipment Details

**Order Information**

Order Type: Order

SABIC Reference (S.O #): 1075740

Customer Reference (P.O #):

Order Issue Date: MAY 20, 2015

Requested Delivery Date: MAY 27, 2015

Item #: 20

Product ordered (grade name): HDPE AX 7584 10000 161

Material #: 22034025

Requested Quantity:

Dispatched Quantity: 0,000

Remaning Quantity: 30,000

Planned quantity (confirmed): 30,000

Unit of Measure: KG

Contact Person Name:

Item confirmed delivery date: MAY 27, 2015

Item requested delivery date:

Total Value: 300.00 USD

Cancel Order

**Delivery Information**

Ship-To city: WILSONVILLE      Destination Country: USA

Ship - To entity (name):       Ship-To Address:

Mode of transpo: Standard Order      Destination Port: USA

**Delivery Item Information**

Shipment #	Del #	Del Item #	Load Dt.	Batch #	Actual Qnty	Shipment Start Dt.	Est Arrival Dt.	Delivered Dt.	Vessel	Voyage No	Del Status	Transport
<input type="checkbox"/> Delivery Not created												

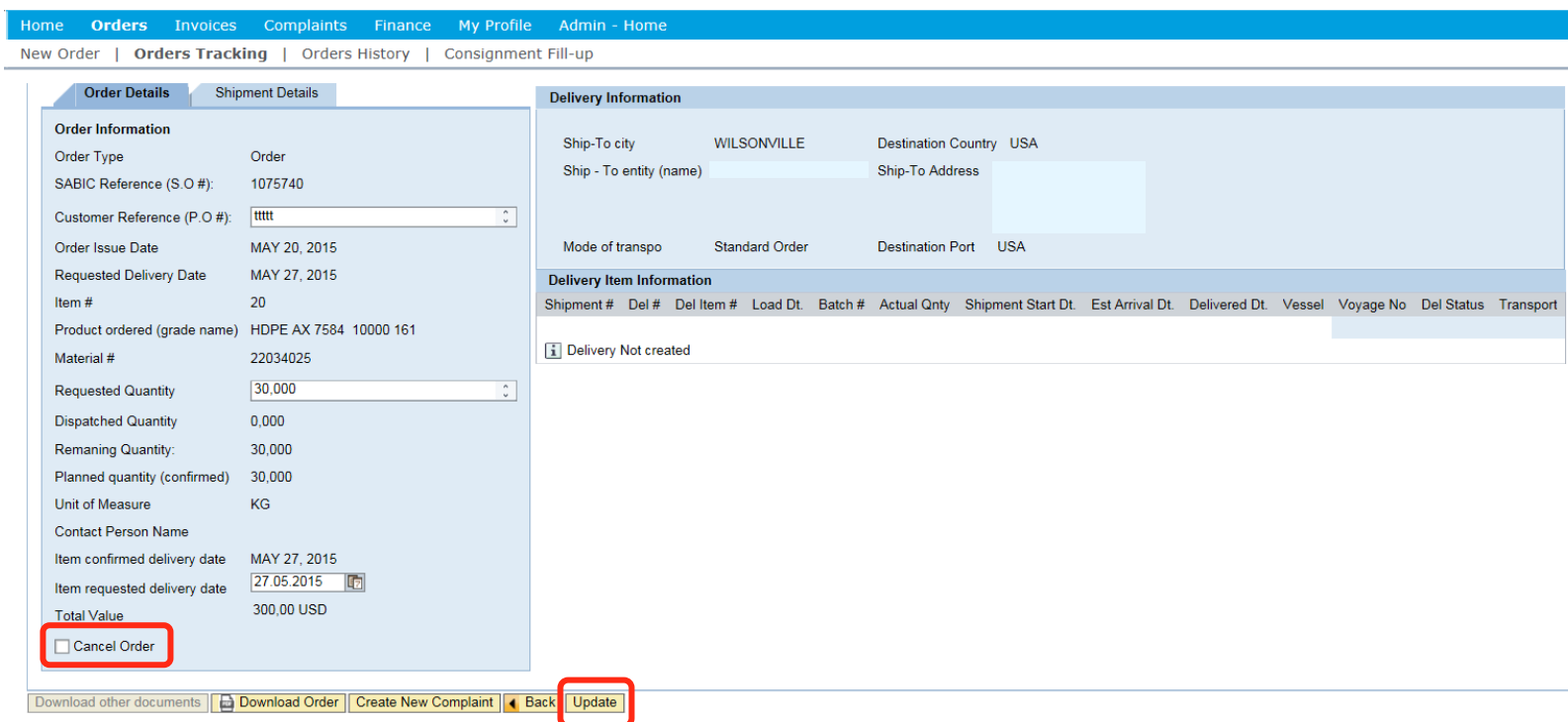
Download other documents | Download Order | Create New Complaint | Back | **Update**

## MANAGE ORDERS – CANCEL/REJECT AN ORDER VIA THE PORTAL

From the **Order Tracking** tab, you can cancel/reject your MTI (make to inventory/stocked) orders before the they have reached the delivery status.

Check the **Cancel Order** box at the bottom left side of the screen after you have download your order.

Click on **Update** at the left bottom side of the screen to save your cancellation.

The screenshot shows the SABIC Order Tracking portal. At the top, there is a navigation bar with links: Home, Orders, Invoices, Complaints, Finance, My Profile, and Admin - Home. Below this is a sub-navigation bar with links: New Order, Orders Tracking (selected), Orders History, and Consignment Fill-up. The main content area is divided into two tabs: Order Details (selected) and Shipment Details. The Order Details tab contains an 'Order Information' section with fields for Order Type (Order), SABIC Reference (S.O #): 1075740, Customer Reference (P.O #): ttttt, Order Issue Date (MAY 20, 2015), Requested Delivery Date (MAY 27, 2015), Item # (20), Product ordered (grade name) (HDPE AX 7584 10000 161), Material # (22034025), Requested Quantity (30,000), Dispatched Quantity (0,000), Remaning Quantity (30,000), Planned quantity (confirmed) (30,000), Unit of Measure (KG), Contact Person Name, Item confirmed delivery date (MAY 27, 2015), Item requested delivery date (27.05.2015), and Total Value (300.00 USD). At the bottom left of this section is a checkbox labeled 'Cancel Order'. The Shipment Details tab contains a 'Delivery Information' section with fields for Ship-To city (WILSONVILLE), Destination Country (USA), Ship - To entity (name), Ship-To Address, Mode of transpo (Standard Order), and Destination Port (USA). Below this is a 'Delivery Item Information' table with columns: Shipment #, Del #, Del Item #, Load Dt., Batch #, Actual Qty, Shipment Start Dt., Est Arrival Dt., Delivered Dt., Vessel, Voyage No, Del Status, and Transport. The table currently shows 'Delivery Not created'. At the bottom of the page, there is a navigation bar with buttons: Download other documents, Download Order, Create New Complaint, Back, and Update (highlighted with a red box).

WEB PORTAL TRAINING

**MANAGE INVOICES**  
**SABIC SPECIALTIES**

## 4.1 MANAGE OPEN INVOICES

- A. Select **Invoice** from the menu
- B. Click on **Open Invoices** to see the list of your Open Invoices with the details of the payer, invoice number, due date, days overdue, amount, currency and status.

SABIC Specialties  
eBusiness Portal

Log off

Home Finance Orders **Invoices** Complaints Finance My Profile Admin - Home Product Information

**B** Open Invoices | Invoices History

Select Sold-To

Filter By

Payer  Ship-To  SBU  **D** Download Invoices

Period  **C**

Open Invoices

Download

Payer	Payer Name	Invoice <b>E</b>	Invoice Date	Due Date	Days Overdue	Doc Amt (Doc Curr.)	Currency	Status
10052996		<a href="#">93748557</a>	07.01.2016	02.02.2016	2	8.00 USD	USD	Over Due
10052996		<a href="#">93748561</a>	08.01.2016	02.02.2016	2	1,008.00 USD	USD	Over Due
10052996		<a href="#">93748595</a>	13.01.2016	02.02.2016	2	8.00 USD	USD	Over Due
10052996		<a href="#">9374859</a> <b>F</b>	1.01.2016	02.02.2016	2	2,008.00 USD	USD	Over Due
10052996		<a href="#">93748675</a>	19.01.2016	25.01.2016	10	1,500.00 USD	USD	Over Due
10052996		<a href="#">93748674</a>	19.01.2016	24.12.2015	42	2,000.00 USD	USD	Over Due
10052996		<a href="#">93748677</a>	19.01.2016	16.03.2016	-41	2,000.00 USD	USD	Not Due

- C. Filter options: payer, ship to or period
- D. Download the list of invoices
- E. Search for individual invoices by entering the invoice number in the empty field
- F. Click on the invoice number to get more details on a specific invoice

## 4.2 INVOICE HISTORY

A. Select **Invoice** from the menu

B. Click on **Invoices History** to see the list of paid invoices with the details of the payer, invoice number, invoice date, clearing date.

eBusiness Portal

Home Finance **Invoices** Complaints Finance My Profile Admin - Home Product Information

Open Invoices | **Invoices History**

Switch Sold-To

Filter By

Payer  Ship-To  SBU

Issue Date  20.01.2016  04.02.2016

Due Date

Cleared Invoices

	Payer	Payer Name	Invoice	Invoice Date	Doc Amt (Doc Curr.)	Currency	Clearing Date	Clearing Document
<input type="text"/>								

C. Filter options: payer, ship to or period

D. Download the list of invoices

E. Search for individual invoices by entering the invoice number in the empty field

F. Click on the invoice number to get more details on a specific invoice

WEB PORTAL TRAINING

**MY PROFILE**

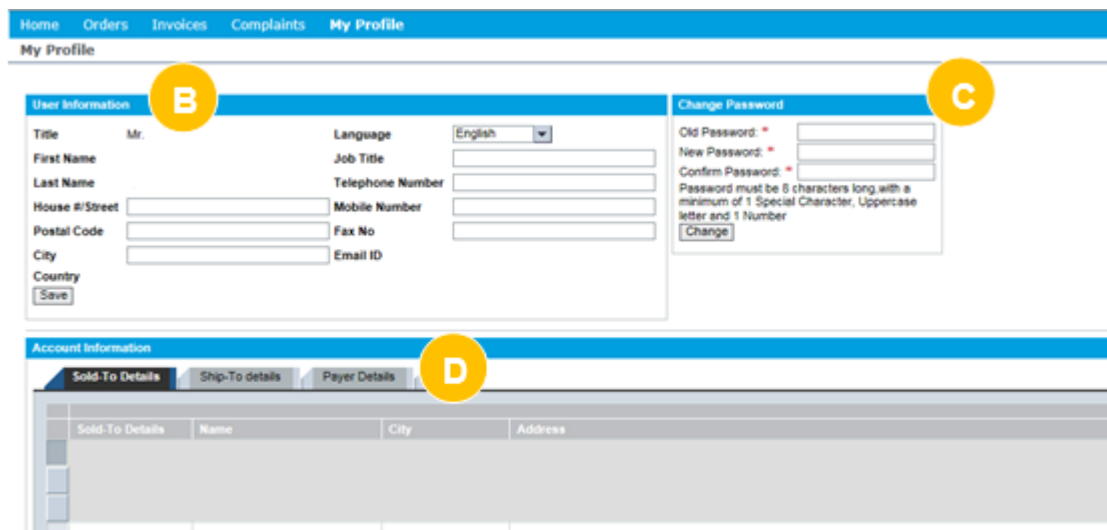
# MY PROFILE

A. Select **My Profile** from the menu



There are several options:

- B. Update **User Information** (if there is a change in the language setting, a popup will appear to refresh the window).
- C. Change **Password**
- D. View **Account Information** details of other Sold-to, Ship-to, Payer parties



Home Orders Invoices Complaints **My Profile**

**My Profile**

**User Information**

Title Mr. Language English

First Name Job Title

Last Name Telephone Number

House #/Street Mobile Number

Postal Code Fax No

City Email ID

Country

Save

**Change Password**

Old Password: \*

New Password: \*

Confirm Password: \*

Password must be 8 characters long with a minimum of 1 Special Character, Uppercase letter and 1 Number

Change

**Account Information**

Sold-To Details Ship-To details Payer Details

Sold-To Details	Name	City	Address





For any questions related to this SABIC Specialties website: please contact your local Customer Service Representative.

